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MINUTES OF THE NINTH FDD CAREER SERVICE BOARD MEETING

11 April 1957

All members were present

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██████████ made the following announcements for information and comment by the Career Service Board:

1. The results of the Foreign Language Aptitude Tests on 2 April were:

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Category 6

1
4
2
5
6

Note: Subsequent info from OTR

*indicates
required
for any
CIA
class.*

2. Clarification of the role of the Foreign Language Aptitude test in the Language Development Program indicates that the test is a prerequisite only for directed, predominately duty-hour training. It is not required for other training or for an award as such. ██████████ hopes that it will not discourage branch chiefs from nominating applicants for the aptitude tests.

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3. ██████████ has been accepted by NSA as a member of its Intermediate Burmese course which began on 3 April.

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4. The following announcements are based on a meeting between ██████████ on 10 April:

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a. An English Writing Workshop for foreign-born linguists and/or scientists can be arranged - right away if desired. The course can be given in ██████████ if enough students are available.

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b. FDD should decide upon and submit tentative itineraries for Eastern Europe Branch personnel desiring to visit peripheral areas under the Area Specialists' Program.

c. The Persian Reading Course will continue despite the withdrawal of one of the three students who enrolled.

d. OTR will not demand a minimum enrollment in language courses. Therefore, a list should be submitted of languages in which we desire training for only one or two people. ██████████ will see all branch chiefs within the next few days about this training.

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e. An Advanced Management Course for division chiefs is given by [REDACTED] of Training who is a management specialist. He is scheduled to give such a course for ORR but can give one later for FDD. In this course, the students discuss problems arising in their own divisions. [REDACTED] will inquire concerning an Advanced Management Course for branch chiefs.

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f. Training will be glad to help plan or provide speakers for clerical area orientation courses.

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g. [REDACTED] will meet the branch chiefs individually early next week to discuss other outstanding training problems.

The Chairman inquired as to the procedure to be followed if a person wanted to take a language on his own time at a local university, with the Agency paying for his training. [REDACTED] informed the Board that application for such training would go first through the FDD Career Service Board and then the OO Career Service Board to Training. A language aptitude test would not be required.

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[REDACTED] will attend the Eighth Annual Round Table Meeting on Linguistics and Language Studies, with the general topic "Aspects of Research in Machine Translation," at the [REDACTED] Friday and Saturday, 12 and 13 April 1957.

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[REDACTED] brought before the Board for approval the following:

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"Writing Workshop" 22 Apr - 16 May

"Introduction to Communism Phase (Pt II of IOC)
13-24 May

"11th Annual Conference in Middle Eastern
Affairs"

The Board approved the above.

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[REDACTED] announced that an appointment had been made between [REDACTED] and the Director of the National Institute of Health to discuss arrangements for a tour through establishments in the NIH complex for scientific officers.

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[REDACTED] stated that at a previous meeting some planning had been discussed for [REDACTED]. They have taken the Language Aptitude Test and [REDACTED] qualified for Category 2 and [REDACTED] would prefer a secretarial position with responsibility where she can utilize her shorthand. It was suggested that she be considered for the secretarial position in the Western World

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Branch as the Secretary is going on LWOP from 3 May - 1 July 1957.

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[REDACTED] is unhappy at present as she is not a good typist nor editorially inclined. She made very low grades in both language tests, but it was mentioned she had been away from school for several years.

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[REDACTED] could be offered a slot in Screening Section with part-time training in German and brush up so that she could more easily qualify. There would be nothing in the Far East Branch for [REDACTED] as far as training until September according to [REDACTED]

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[REDACTED] then brought to light the fact that there have been several cases of low grades on Foreign Language Aptitude tests where the people concerned have developed into good linguists. Those who have learned the language natively have a disadvantage [as trainees] over those who have an academic background in the language.

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[REDACTED] then asked whether there was a plan to present a formal study on the conclusions resulting from these tests. [REDACTED] will have some data on the division exams and language aptitude tests for the next meeting, although she mentioned that the language aptitude tests show a person's aptitude to learn a language and not whether the person has the ability to become a good linguist and that speed is a great factor.

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The Deputy Chief has reviewed [REDACTED] Career Preference Outline.

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The following Career Preference Outlines were reviewed by the branch chiefs: [REDACTED]

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[REDACTED] then inquired about a GS-11 slot for [REDACTED] as he is being transferred to DD/P and they have a policy of not promoting within the first 6 months after being transferred. [REDACTED] was informed that there were no GS-11 slots available at this time.

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[REDACTED] added that he had received no applicants for the Polish or Hungarian vacancy. He would try other means to fill the positions.

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[REDACTED] inquired if an individual wanted to apply for a vacancy, should it go through the branch chief? The Chairman replied that if a name came before the FDD Career Service Board it was understood that the branch chief had nominated him unless otherwise noted.

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[REDACTED] is changing her Career Service Designation from OD to DP and it is recommended that she start a course in Indonesian as of 15 April. The Board approved.

Two vacancies in SR/DDP for GS-13 positions with Russian were announced. In one, the requirement was fluent reading knowledge of the language and in the other, speaking and reading knowledge.

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[REDACTED]
Secretary